

COMMERCE BUSINESS DAILY (CBD)

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A CBD Synopsis can be transmitted to the Commerce Business Daily, outside of CSTARS, via the CBDNet website or within CSTARS via an email utility.



See Addendum: See bureau-specific addendum instructions for passwords.

The following discussion provides instructions for processing a CBD Synopsis within the CSTARS application only. See <http://cbdnet.access.gpo.gov> for instructions regarding submission of synopsis via the Internet.


Creating a Synopsis



Note: All data entered for a synopsis must be in upper and lower case letters. Data entered in all upper case characters will be rejected.



*Note: Prerequisite: A **Solicitation number must have already been generated in CSTARS.***

To view the *Solicitation Screen* from the CSTARS Desktop, either right-click click on it from the desktop and choose "Open Worksheet," or click the  icon and then select "Contracting" or "Purchasing" from the drop-down menu. Then, when the appropriate worksheet appears, locate and highlight the Solicitation number.

Purchasing or Contracting Worksheet

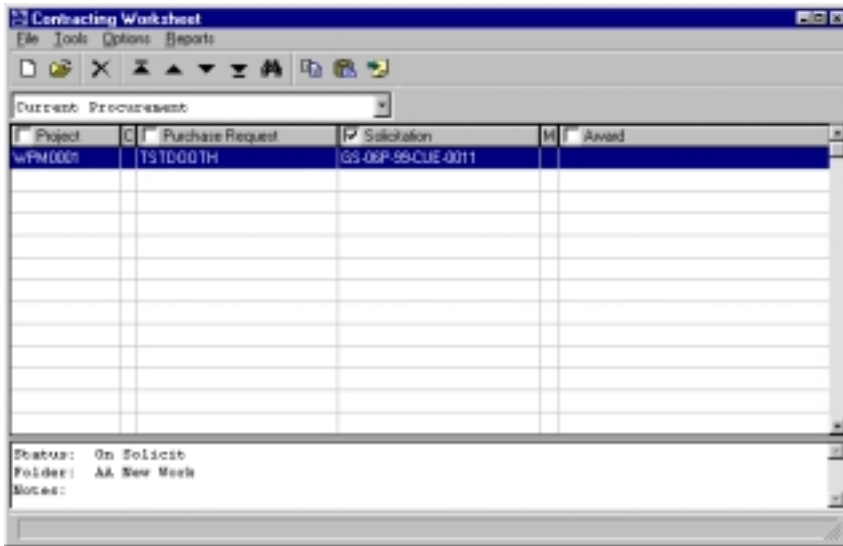


Figure 1

Place a check in the “Solicitation” check box, and then select “Solicitation” from drop-down menus. Double click the desired solicitation.

Solicitation Summary Screen



Figure 2

When the *Solicitation Summary Screen* appears, select “Gateways” from the menu bar, then select “CBD” and “New” from the drop-down menus which appear.

CBD Synopsis Screen

Block 1 to 8


The screenshot shows the 'CBD Synopsis' window with the following fields and values:

- Document Number: G5-06P-99-CUE-0011
- Status: Not Submitted
- 1. Action Code: Procurement Notice (selected from a drop-down menu)
- 2. Submit Date: (empty)
- 3. Submit Year: (empty)
- 4. GPO Billing Code: GPO602043
- 5. Password: (empty)
- 6. GPO Zip Code: 64131
- 7. Class Code: (empty)
- 8. Contracting Office: GSA, Public Buildings Service, 1500 E Bannister Road, Kansas City, MO 64131

Buttons at the bottom: OK, Cancel, Apply, Help.

Figure 3

To enter the synopsis, complete each screen and press the <Tab> key to move through the fields. Information must be included in each of the fields in order to ensure that the synopsis is not rejected.

Action Code:	Select the type of synopsis required from the drop-down menu.
GPO Billing Code:	The code defaults from the site configuration setup of address information.
Password:	Enter a valid password for synopsis submissions via email or the World Wide Web. For more information see CBDNet instructions for email and Web submissions.  See bureau-specific instructions.
GPO Zip Code:	The zip code also defaults from previous screens. Verify or change as necessary.
Class Code:	Enter the single-character alphabetic code (in upper case characters only) or the two-digit numeric code for the procurement category where this synopsis is listed in the <i>CBD</i> . The class code title will display.
Contracting Office:	The address defaults according to previous entries. Verify or change the address code as necessary.



See Addendum: See bureau-specific addendum instructions for passwords.


Block 9 to 16

The screenshot shows a window titled "CBD Synopsis" with three tabs: "Block 1 to 8", "Block 9 to 16" (selected), and "Block 17 to 21". The "Block 9 to 16" tab contains the following fields:

- 9. Subject: A large text area for entering a brief description of the procurement.
- 10. Solicitation Number: A text field containing "GS06P93CUE0011".
- 11. Response Date: A text field with a calendar icon, currently empty.
- 12. Point(s) of Contact: A text area with a magnifying glass icon, currently empty.
- 13. Contract Award Num: A text field, currently empty.
- 14. Contract Amount: A text field containing "0.00".
- 15. Line Item Number: A text field, currently empty.
- 16. Award Date: A text field, currently empty.

At the bottom of the window are four buttons: "OK", "Cancel", "Apply", and "Help".

Figure 4

Subject:	Enter a brief description of the procurement.
Solicitation #:	Accept the default or enter information as necessary.
Response Date:	Accept the default, or change as necessary. Enter in mm/dd/yyyy format.
Point(s) of Contact:	Accept the default, or enter information as necessary.  See bureau-specific guidelines.



See Addendum: See bureau-specific addendum instructions for Point of Contact.

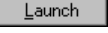





Block 17 to 21

The screenshot shows a window titled "CBD Synopsis" with three tabs: "Block 1 to 8", "Block 9 to 16", and "Block 17 to 21". The "Block 17 to 21" tab is active. The form contains the following fields:

- 17. Contractor: (empty text box)
- 18. Description File: (empty text box with "Browse" and "Launch" buttons to its right)
- 19A. Link-URL: (text box containing "GS-05P-99-CUE-0011")
- 19B. Link Description: (empty text box)
- 20A. Email Address: (text box containing "sacons@hq.caci.com")
- 20B. Email Description: (empty text box)
- 21. Action End Tag: (text box containing "PRESQL")

At the bottom of the window are four buttons: "OK", "Cancel", "Apply", and "Help".

Figure 5

Description File:	Enter the full path for the MS Word document file or text containing the complete description of the requirement. Use the  and <i>Browse</i> button to find files.  See warning note below.
Link URL:	Defaults the Solicitation Number.  See bureau-specific guidelines.
Link Description:	The description for the government agency's WWW URL entered in this field will be visible to the user, allowing the user to 'hyperlink' to the government agency's WWW site from CBDNet.  See bureau-specific guidelines.
Email Address	Defaults to the user profile e-mail address.  See bureau-specific guidelines.
Email Description:	The email address for the government agency's contact will not be visible to the user when submitting the synopsis through CBDNet. The text displaying below the <i>Email Description</i> field will be visible to the user as a 'hyperlink' from CBDNet.  See bureau-specific guidelines.

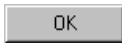


Warning: CBD Description Files must be created in MS Word and saved as "Text Only with Line Breaks (.txt)" in order for the CBD to transmit successfully. Text files must not*

be created in Notepad because Notepad files cannot be saved with line breaks.



See Addendum: See bureau-specific addendum instructions for URL and email fields.

Click on the  button to return to the *Purchasing or Contracting Worksheet*.

Printing the CBD Synopsis

To print the CBD Synopsis, click on “Gateways” from the menu bar, then click on “CBD” and “Print” from the drop-down menus.

Solicitation Summary Screen

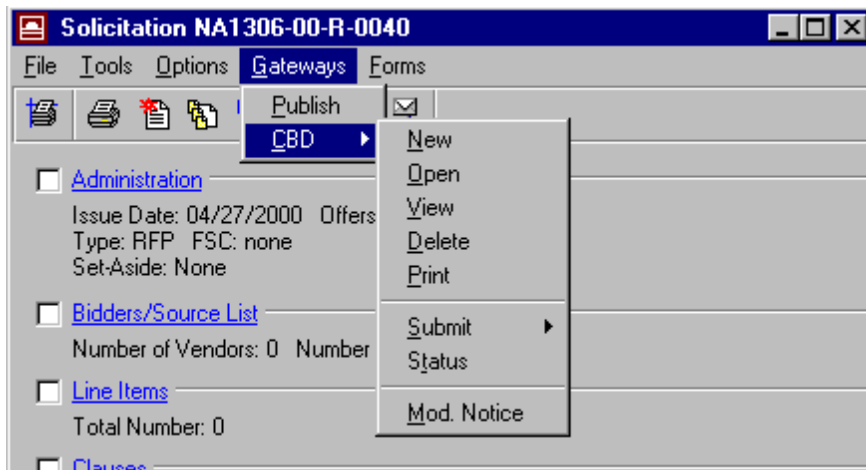


Figure 6

When a *Question Dialog Box* appears, select “Yes” and the synopsis will go immediately to the printer. Or select “No,” to review the synopsis in the *Print Preview Screen*.

Print Preview Screen

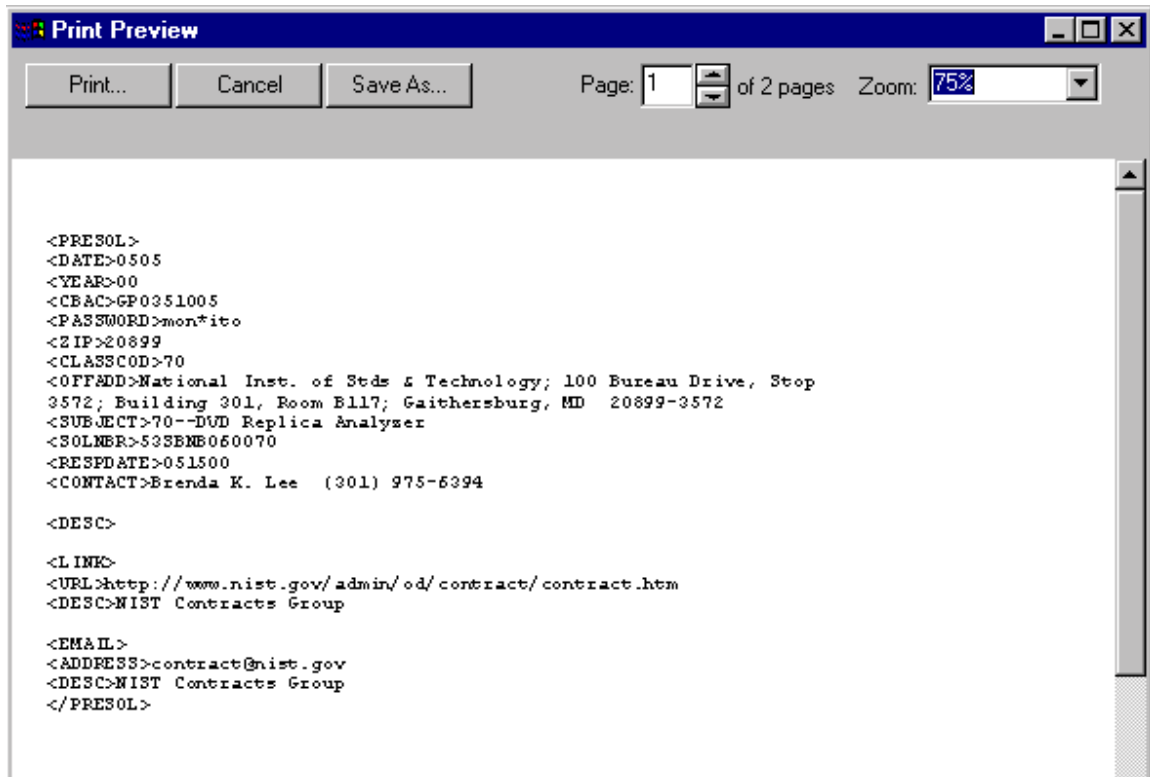


Figure 7

To make changes to the CBD Synopsis, click on the *Cancel* button to close the *Print Preview Screen*. When the *Solicitation Summary Screen* appears, click on “Gateways” from the menu bar, then “CBD” and “Open” from the drop-down menu. Press the <Tab> key to move through the screens, making any necessary changes. After the final field, press the *OK* button to save the changes and the *Solicitation Summary Screen* will reappear.

Submitting a Synopsis for Publication within CSTARS

Solicitation Summary Screen

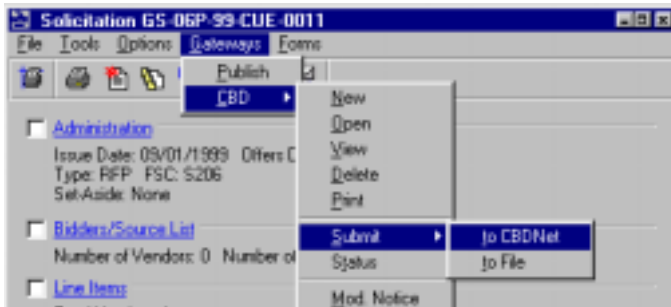


Figure 8

Information Screen

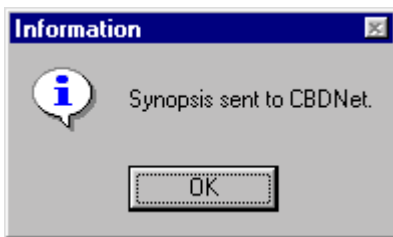



Figure 9

At the *Solicitation Summary Screen*, select “Gateways” from the menu bar, then select “CBD,” “Submit,” and “to CBDNet” from the drop-down menus. A message prompt will appear stating that the synopsis has been submitted. Click on the  button, and CSTARS will return to the *Solicitation Summary Screen*.



See Addendum: See bureau-specific instructions.

CBD will respond with an email to the user who submitted the synopsis. The email will indicate if the submission was accepted or rejected and will include the assigned submission number. If the synopsis is rejected, the email will indicate the fields that were incorrect.

Updating the CBD Synopsis

To update the CBD Synopsis status, select “Gateways” from the menu bar, then select “CBD” and “Status” from the drop-down menus. The *CBD Status Prompt Screen* will appear, requesting the status of the synopsis.

CBD Status Prompt Screen

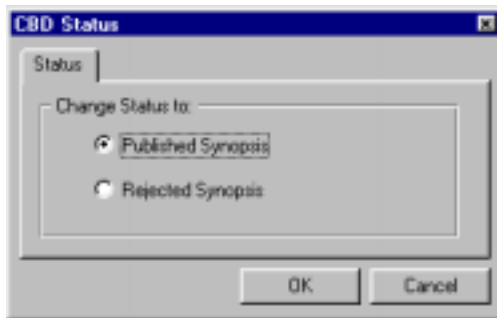



Figure 10

Click on the appropriate radio button.



Warning: Once a synopsis has been submitted, it cannot be resubmitted again until its status has first been set to Rejected.

Click on  to return to the *Solicitation Summary Screen*.

Modifying the CBD Synopsis

To modify the *CBD Synopsis* from the *Solicitation Summary Screen*, select “Gateways” from the menu bar, then select “CBD” and “Mod Notice” from the drop-down menus. The *CBD Synopsis Screen* will appear.

CBD Synopsis Tab Control Screen

Block 1 to 8

The screenshot shows the 'CBD Synopsis' window with the 'Block 1 to 8' tab selected. The form contains the following fields and values:

- Document Number: GS-OSP-00-CLUD-0030
- Status: Not Submitted
- 1. Action Code: Modification Notice
- 2. Submit Date:
- 3. Submit Year:
- 4. GPO Billing Code: GPO682043
- 5. Password:
- 6. GPO Zip Code: 64131
- 7. Class Code:
- 8. Contracting Office: GSAR6

The Contracting Office field is expanded to show the following address:

GSA, Public Buildings Service
1500 E Bannister Road
Kansas City, MO 64131

Figure 11

Enter data as indicated to create a modification to a published synopsis in Blocks 1-21.



Note: This option can also be used to send a second synopsis, i.e. a Sources Sought notice followed by a Solicitation Notice.

Follow the previously described procedures to print a copy of the Synopsis and to transmit it to CBD.

Creating a Pre-Solicitation Notice (PSN)



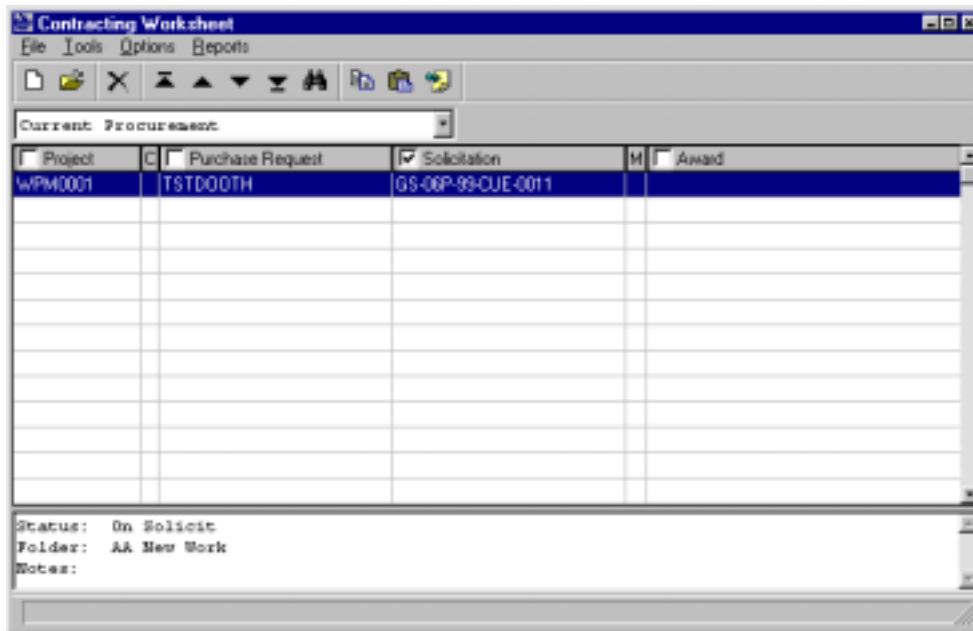
Note: Prerequisite: A Solicitation number must have first been generated in CSTARTS.



Note: This screen allows the creation of a Pre-Solicitation Notice (PSN) for Construction projects only. In lieu of using this process, a PSN can be issued via a synopsis (see Creating a Synopsis section).

In the *Contracting or Purchasing Worksheet*, locate and highlight the solicitation number. Check the "Solicitation" check box, and double-click.

Contracting or Purchasing Worksheet



The screenshot shows a software window titled "Contracting Worksheet" with a menu bar (File, Tools, Options, Reports) and a toolbar. Below the toolbar is a "Current Procurement" dropdown menu. The main area is a table with four columns: "Project", "Purchase Request", "Solicitation", and "Award". The first row contains the values "WPM0001", "TSTD00TH", "GS-00P-99-CUE-0011", and is empty. Below the table is a status section with labels "Status:", "Folder:", and "Notes:", followed by the values "On Solicit", "AA New Work", and an empty field respectively.

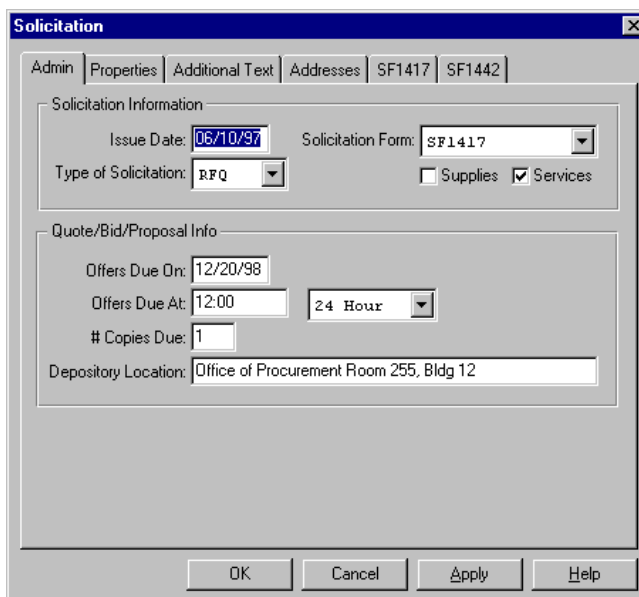
Project	Purchase Request	Solicitation	Award
WPM0001	TSTD00TH	GS-00P-99-CUE-0011	

Status: On Solicit
Folder: AA New Work
Notes:

Figure 12

Solicitation Tab Control Screen

Admin Screen



The screenshot shows a "Solicitation" dialog box with tabs for "Admin", "Properties", "Additional Text", and "Addresses". The "Admin" tab is active, showing fields for "Issue Date" (06/10/97), "Solicitation Form" (SF1417), "Type of Solicitation" (RFQ), and checkboxes for "Supplies" and "Services" (checked). Below these are fields for "Quote/Bid/Proposal Info": "Offers Due On" (12/20/98), "Offers Due At" (12:00), a "24 Hour" dropdown, "# Copies Due" (1), and "Depository Location" (Office of Procurement Room 255, Bldg 12). At the bottom are "OK", "Cancel", "Apply", and "Help" buttons.

Solicitation Information

Issue Date: 06/10/97 Solicitation Form: SF1417

Type of Solicitation: RFQ ☐ Supplies ☒ Services

Quote/Bid/Proposal Info

Offers Due On: 12/20/98

Offers Due At: 12:00 24 Hour

Copies Due: 1

Depository Location: Office of Procurement Room 255, Bldg 12

OK Cancel Apply Help

Figure 13

Select the *SF 1417* tab. The *SF 1417 Screen* appears.

SF 1417 Pre-Solicitation Notice Data Entry Screen

SF 1417 Screen

Figure 14

Input the data as follows, remembering to press the <Tab> key at each field.

Project No.:	Enter the project number.
Project Title:	Enter a brief project title (upper and lower case).
Project Location:	Enter the building, city, and state of project location.
Est. Cost Range: From & To:	Enter the construction cost range from <i>FAR 36.204</i> , as follows: Less than \$25,000 Between \$25,000 and \$100,000 Between \$100,000 and \$250,000 Between \$250,000 and \$500,000 Between \$500,000 and \$1,000,000 Between \$1,000,000 and \$5,000,000 Between \$5,000,000 and \$10,000,000 More than \$10,000,000
<i>SF 1417</i> Issue Date:	Enter the date the notice will be mailed.
Date Solicitation Available:	Enter the date the Solicitation package will be available.

<i>SF 1417</i> Return Date:	Enter the due date for PSN responses. Date must be greater than the “Doc. Avail.” date but less than the due date.
Time For Completion:	Enter the number of days to complete the project. Press the <TAB> key to continue.
Document charge:	Enter amount charged for the solicitation package, if applicable.
Refund:	This field will open only if a dollar amount is entered in the document charge field. The default is “Refundable.” Unmark the box if the charge is NOT refundable.
Payable to:	This field will open only if a dollar amount is entered in the document charge field. Enter the appropriate payable code.
Small Business:	The default is “Yes.” Unmark if the procurement is NOT a small business set-aside.
Subcontract:	The default is “Yes.” Unmark if a subcontracting plan is required.

Click the  button and then the *Admin* tab. On the *Admin Screen*, change the *Solicitation Form* field to *SF 1417*, click the  button, and then choose the *Text* tab.

This MS Word document file should give a brief description of the project and a comment regarding the applicability of the Small Business Competitiveness Demonstration. One option is to use the text description already displayed in the path field, or, if suitable, edit it and save it as a new document. A second option is to enter the path of a different existing document to be attached as the *SF 1417* description.

Document files are created in MS Word and then imported into CSTARS.

Enter the body of the text, click on “File,” then choose “Save As,” and then name the document with a *.doc extension.

To print the *SF 1417* from the pull-down menu on the *Solicitation Summary Screen*, select “File” and “Print Setup.” The *Printer Setup Screen* will appear.

Printer Setup Screen

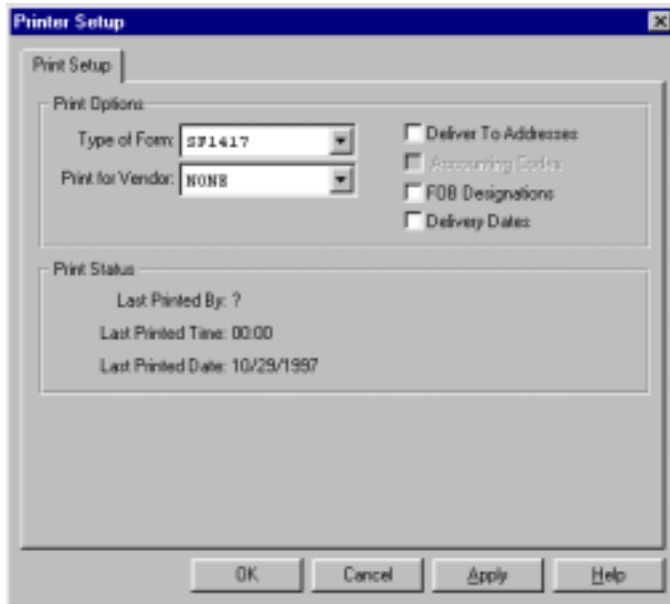



Figure 15

Change the *Type of Form* field to *SF 1417*, and mark those details to be printed. Click the  button to close, and CSTARS will return to the *Solicitation Summary Screen*. Choose “File” from the menu bar and then “Print” from the drop-down menu, and a *Print Preview Screen* will display for review. Click the *Print* button, and the *SF1417* will print.

Creating an Award CBD

Award Summary Screen

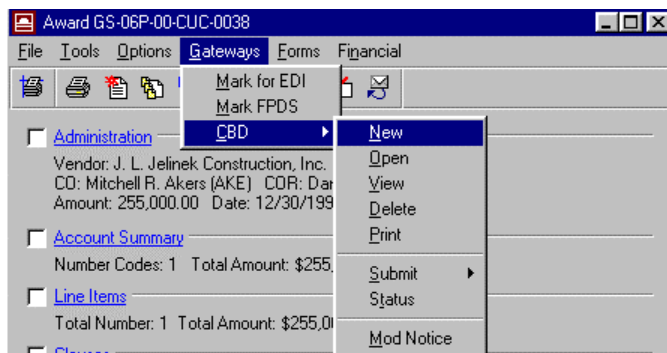


Figure 16


From the *Award Summary Screen* click on “Gateways” from the menu bar, then click on “CBD” and “New” from the drop-down menus. The *CBD Synopsis Tab Control Screen* will appear.

CBD Synopsis Tab Control Screen

Block 1 To 8 Screen

Figure 17

GPO Billing Code:	Enter the billing address code.
Password:	Enter the CBD password.
GPO ZIP Code:	Edit the ZIP code, if necessary.

Class Code:	Enter an appropriate class code or use the drop-down menu, if the code is unknown.
Contracting Office:	Enter the contracting officer code, or use  , if the code is unknown.

Click on the *Block 9 to 16* tab.

Block 9 To 16 Screen

The screenshot shows a window titled "CBD Synopsis" with three tabs: "Block 1 to 8", "Block 9 to 16" (selected), and "Block 17 to 21". The "Block 9 to 16" tab contains the following fields:

- 9. Subject: A large text area for entering the subject description.
- 10. Solicitation Number: A text field containing "GS06P93CUD0044".
- 11. Response Date: A text field.
- 12. Point(s) of Contact: A text field with a magnifying glass icon to its left.
- 13. Contract Award Num: A text field containing "GS06P93CUD0044".
- 14. Contract Amount: A text field containing "1,650.00".
- 15. Line Item Number: A text field.
- 16. Award Date: A text field containing "09/13/1999".

At the bottom of the window are four buttons: "OK", "Cancel", "Apply", and "Help".

Figure 18

Press the <Tab> key to move to the *Subject* field and enter a brief description of the contract being awarded.



Note: The subject field cannot be left blank.

Solicitation Number:	Leave it as it is.
Point of Contact:	Make any necessary changes or add information, if blank.
Contract Number:	The contract number will automatically default to the field.
Contract Amount:	Enter the amount obligated if not shown.
Line Item Number:	Insert all or the number of the line items being obligated.
Award Date:	The award date should default from the contract's <i>Award Summary Screen</i> . Make any necessary changes.

Click on the *Block 17 to 21* tab.





Block 17 To 21 Screen

The screenshot shows the 'CBD Synopsis' window with the 'Block 17 to 21' tab selected. The fields are as follows:

- 17. Contractor: 00000175 (with a search icon)
- 18. Description File: (empty)
- 19A. Link-URL: (empty)
- 19B. Link Description: (empty)
- 20A. Email Address: erid.hey@gsa.gov
- 20B. Email Description: Erid Hey
- 21. Action End Tag: AWARD

Buttons at the bottom: OK, Cancel, Apply, Help.

Figure 19

Contractor:	The system will default the vendor ID number. Check the information and make any necessary changes.
19A:	Leave blank.  See bureau-specific guidelines.
19B:	Leave blank.  See bureau-specific guidelines.
20A:	Insert the user's Email address.  See bureau-specific guidelines.
20B:	Insert the user's name.  See bureau-specific guidelines.

Click  to save the changes to the *CBD Synopsis Tab Control Screen* and return to the *Award Summary Screen*.



See Addendum: See bureau-specific addendum instructions for link and Email fields.

Printing the Award CBD

To print the CBD Synopsis, click on “Gateways” from the menu bar, then click on “CBD” and “Print” from the drop-down menus.

Award Summary Screen

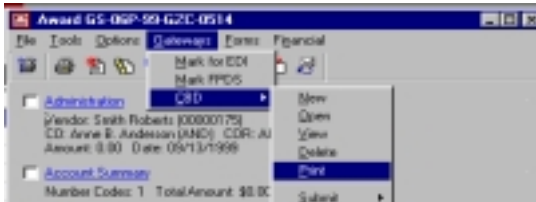


Figure 20

A *Question Dialog Box* will appear.

Question Dialog Box

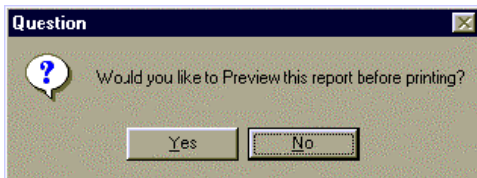


Figure 21

If "Yes" is selected, the synopsis will go immediately to the printer. If "No" is selected, the *Print Preview Screen* will appear.

Print Preview Screen

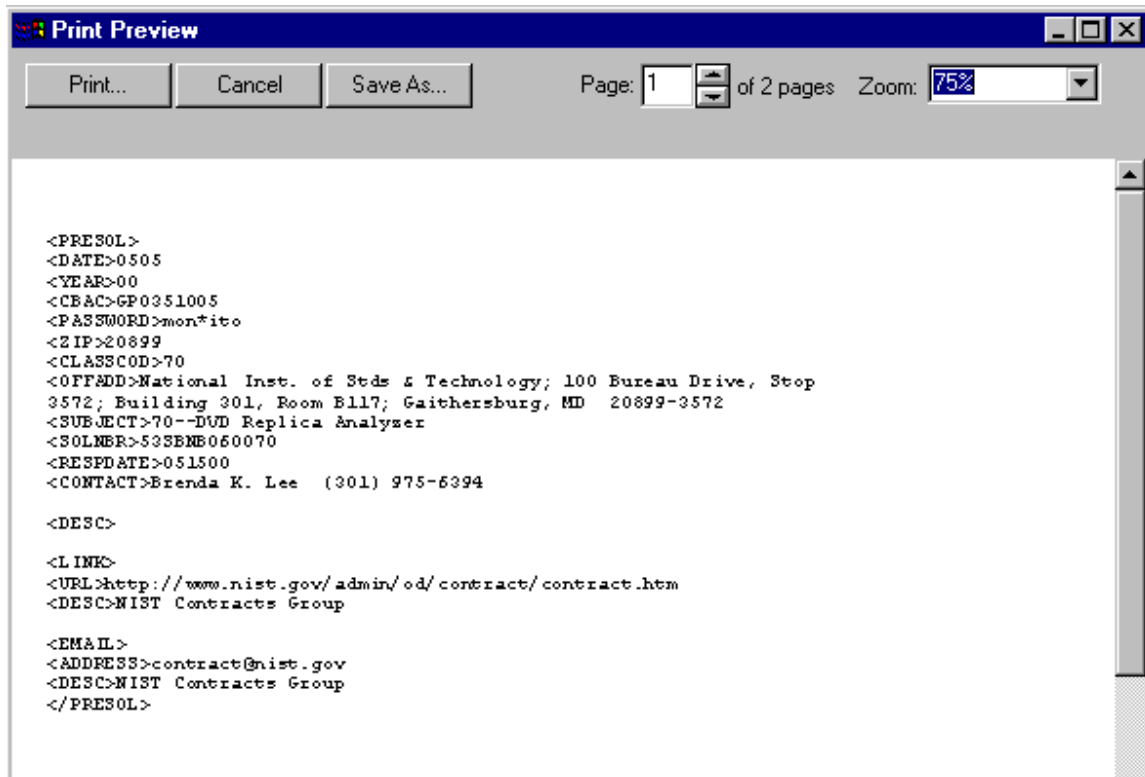


Figure 22

To make changes to the CBD Synopsis click on the *Cancel* button to close the *Print Preview Screen*, and CSTARS will return you to the *Award Summary Screen*. Click on “Gateways” from the menu bar, then “CBD” and “Open” from the drop-down menu. Press the <Tab> key to move through the screens, making any necessary changes. After the final field, press the *OK* button to save the changes and the *Award Summary Screen* will reappear.

Submitting an Award Synopsis to the Commerce Business Daily (CBD)

After following the steps in the previous section (“*Creating an Award CBD*”) at the *Award Summary Screen*, click on “Gateways” from the menu bar, then click on “CBD,” “Submit,” and “CBDNet” from the drop-down menus which appear. A message prompt will appear stating that the synopsis has been submitted. Click on the *OK* button and CSTARS will return to the *Award Summary Screen*.

Award Summary Screen

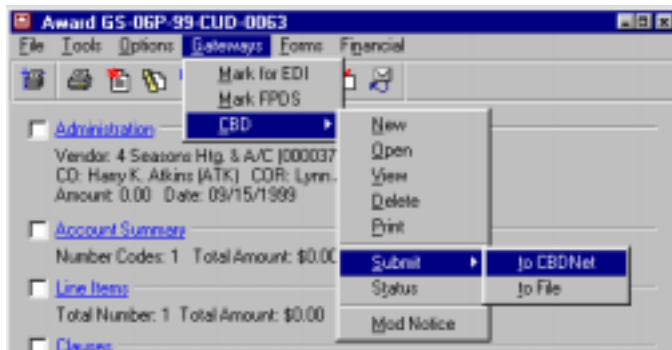


Figure 23

Close the *Award Summary Screen* to return to the CSTARS Desktop.

CBD will respond with an email to the user who submitted the synopsis. The email will indicate if the submission was accepted or rejected and will include the assigned submission number. If the synopsis is rejected, the email will indicate the fields that are incorrect.



See Addendum: See bureau-specific addendum instructions.

CBD Status Report

This program will generate a report of the CBD notices in the database. To print the *CBD Synopsis Status Report* from the desktop, select “Reports,” “Standard,” and “CBD Status” from the menu bar. While the report automatically prints, a message box appears, stating “Processing Synopsis Report.”

The report prints the following data:

- *Document Number* – Shows the PIIN Numbers for each transaction.
- *Status* – Shows the status of each CBD transaction.
- *Date* – Shows the date of each CBD transaction.
- *Buyer* – Shows the agent of each CBD transaction.